

**PART 5307—ACQUISITION PLANNING****SUBPART 5307.1—ACQUISITION PLANS****5307.103 Agency-head responsibilities.**

(c)(i)(C) Written acquisition plans (APs) shall be prepared for the following:

- (I) All system modifications when the estimated total acquisition cost of the modification is \$10 million or more;
- (II) Other acquisitions involving Other Contracting at the discretion of the principal staff officer responsible for contracting at the MAJCOM headquarters; and
- (III) Acquisitions that plan to use the Federal Supply Schedule (FSS) program. Use the estimated value of the entire planned requirement, including any portion using the FSS program, to determine applicability and approval level.

**5307.103-90 Single Acquisition Management Plans (SAMPs).**

SAMPs shall be prepared for all ACAT I and II programs as defined by DODD 5000.1, Defense Acquisition, and DOD 5000.2-R, Mandatory Procedures for Major Defense Acquisition Programs (MDAPs) and Major Automated Information System (MAIS) Acquisition Programs. SAMPs are optional for all other programs and acquisitions. Whenever a SAMP is prepared, it shall meet the requirements of an acquisition plan as described in the FAR. In such cases, the SAMP approval process will be followed in lieu of the acquisition plan approval process described herein. The Air Force SAMP Guide and Acquisition Policy Memo 97A-02 provide information on preparing and processing SAMPs.

**5307.104 General Procedures**

(c) In acquisitions where sole source approvals will be obtained, Air Force acquisition planning shall provide appropriate opportunities for the following:

- (1) involving Defense Contract Management Command and Defense Contract Audit Agency early in the acquisition process,
- (2) obtaining appropriate contractor input for use in the development of the acquisition strategy and of the abbreviated RFP or letter of solicitation,
- (3) establishing a Government/Contractor team (including executors and reviewers), committed on a real-time basis to streamlining the acquisition process and maintaining open communications;
- (4) teaming of the Government and Contractor in development of the proposal and model contract, leading to agreement on contractor effort and costs associated with the task(s); and
- (5) teaming of the Government and contractor during post-award contract performance to improve communications and develop efficient contract administration methods.

**5307.104-90 Air Force procedures for acquisition plans.**

(a) *General.* MAJCOMs, FOAs, and DRUs shall prescribe procedures for processing APs and shall establish review and approval levels for APs that do not require approval by the SPE, PEO, or DAC. SPE approval authority has been delegated, without power to redelegate, to the Principal Deputy Assistant Secretary of the Air Force (Acquisition and Management) (PDASAF(A&M)).

(b) *Approval requirements.*

- (1) SPE approval is required for the following:

- (i) Major Automated Information System (MAIS) programs
- (ii) Any non-MAIS information technology acquisitions  $\geq$  \$120M
- (iii) All other acquisitions  $\geq$  \$500 million.
- (iv) All A-76 cost comparisons affecting 300 or more full-time equivalents (FTEs).

(2) For AFMC, acquisition plan approval authority is as follows:

PEO and DAC Programs and Other Contracting (Non Information Technology)

Threshold	PEO Program	DAC Program	Other Contracting**	Review/Coordinate
\$5M to <\$50M	SM*	SM*	Center CC (delegable)	BOCO****
$\geq$ \$50M to < \$500M	PEO	DAC	Center CC	SCCO
$\geq$ \$500M	PDASAF(A&M)	PDASAF(A&M)	PDASAF(A&M)	SAF/AQC
A-76 $\geq$ 300FTEs	PDASAF (A&M)	PDASAF (A&M)	PDASAF (A&M)	SAF/AQC

Information Technology, Not Integral to a Weapon System

Threshold	PEO Program	DAC Program	Other Contracting	Review/Coordinate****
\$5M to < \$15/30M**	SM*	SM*	Center CC (delegable)	BOCO****
$\geq$ \$15/30M** to < \$120M and non-MAIS	PEO	DAC	Center CC	SCCO
$\geq$ \$120M or MAIS*****	PDASAF(A&M)	PDASAF(A&M)	PDASAF(A&M)	SAF/AQC

\* Single Manager (SM) includes System Program Director (SPD), Product Group Manager (PGM), and Materiel Group Manager (MGM), and Technology Director.

\*\* \$15/\$30M means \$15M or more in any FY or \$30M or more for all program years.

\*\*\*S&T acquisition less than \$500 million may use the simplified S&T combined AP and I&A format.

\*\*\*\*For other contracting, the first contracting official in the contract chain subordinate to the SCCO

\*\*\*\*\*See AFFARS 53.202-104 5302.101 for MAIS definition.

(3) For all commands except AFMC, review and approval levels for Other Contracting APs that do not require SPE approval shall be in accordance with Command procedures. For PEO Programs assigned outside AFMC, the PEO is the AP approval authority.

(4) SAMPs for ACAT I and II programs shall be approved by the Principal Deputy Assistant Secretary of the Air Force (Acquisition and Management). ACAT ID programs require additional approval by the Defense Acquisition Executive, and ACAT IA programs required additional approval by the OASD/C3I. For ACAT I and II programs, coordination is required from the Air Force Competition Advocate General. SAMPs prepared for ACAT III programs shall be approved by the PEO or DAC. See the Air Force SAMP Guide and Acquisition Policy Memo 97-02 for additional details on the required signatures for SAMPs.

(c) APs requiring Final Acquisition Action Approval (FAAA) by the SPE.

(1) SAF/AQCKS furnishes SPE AP approval to the contracting activity by memorandum entitled, "Final Acquisition Action Approval (FAAA)," outlining any restrictions (exceptions) which have been imposed. SAF/AQCKS SAF/AQCK prepares and processes FAAs. SAF/AQCKS SAF/AQCK shall monitor clearance of the exceptions noted in the FAAA. When an AP and justification



and approval (J&A) require SPE approval, the J&A documentation should be submitted concurrently with the AP. Anticipate 45 days for staffing and issuance of the FAAA after receipt by SAF/AQCKS.

(2) When AP approval by the SPE is required, the following procedures apply:

(i) APs requiring SPE approval shall be signed by the contracting officer, chief of the contracting office, and program manager (for A-76 cost comparisons affecting 300 or more full-time equivalents (FTEs), the Competitive Sourcing Management Steering Group (CSMSG) Chairperson). Additionally, for AFMC PEO actions, APs requiring SPE approval shall be signed by the BOCO and for AFMC DAC actions, by the Senior Center Contracting Official. The responsible PEO or DAC shall also sign the AP prior to submitting it to SAF/AQCKS for SPE approval. For Other Contracting, signature shall be in accordance with command procedures prior to submitting to SAF/AQCKS for SPE approval.

(ii) For AFMC PEO Programs, the PEO shall forward the AP to SAF/AQCKS prior to solicitation release. SAF/AQCKS shall begin internal review of the AP upon receipt from the PEO and will release the document for SAF/AQ staffing. Within five work days of receiving the AP from the PEO, SAF/AQCKS shall send the PEO and program office written authorization to release the solicitation on the 15th calendar day after SAF/AQCKS received the plan. The contracting officer may release the solicitation on or after the specified date, unless directed otherwise by the SPE. SAF/AQCKS shall verbally communicate SPE direction to stop release of the solicitation, followed up by written cancellation or amendment of the authorization to the PEO. In this case, the contracting officer shall not release the solicitation until the FAAA is signed or a revised date is specified in the amendment. After the solicitation is issued, negotiations shall not commence (see 5306.003) nor shall sealed bids be received until the FAAA is signed by the SPE.

(iii) For AFMC DAC Programs, procedures for processing the AP after signature by the DAC are the same as for PEO programs, except authorization and SPE directions will be sent to the Senior Center Contracting Official.

(iv) For PEO Programs assigned outside AFMC, the AP shall be submitted after signature to the MAJCOM Chief of Contracting who has been delegated the responsibility for initial reviews as a service to the ASAF(A). The AP shall be forwarded by the PEO to Kwithin 30 calendar days or when problems have been resolved, whichever occurs earlier. The MAJCOM's transmittal letter will address any unresolved issues and include a recommendation regarding solicitation release. Within five work days of receiving the AP from the PEO, SAF/AQCKS will send the PEO contracting activity a written authorization to release the solicitation immediately, unless major issues precluding solicitation release have been identified and the SPE has directed that the solicitation not be released. SAF/AQCKS shall verbally communicate SPE direction to stop release of the solicitation, followed up by written cancellation or amendment of the authorization. In this case, the contracting officer shall not release the solicitation until the FAAA is signed or a revised release date is specified in the amendment. After the solicitation is issued, negotiations shall not commence (see 5306.003) nor shall sealed bids be received until the FAAA is signed by the SPE.

(v) For acquisitions citing the authority in FAR 6.302-2 (unusual and compelling urgency), the contracting officer shall not release the solicitation until approval is received, except when approval will unreasonably delay the acquisition. When justified in accordance with FAR 6.302-2 (c)(1), the solicitation may be released and the acquisition cycle continued (including contract award) prior to the signing of the FAAA. The contracting activity shall request the FAAA as early as possible.

(vi) For full and open competition acquisitions that support quick reaction capability, the contracting officer may release the solicitation and continue the acquisition cycle up to, but not including contract award, prior to the signing of the FAAA. The contracting activity shall request the FAAA as early as possible.

(3) FAAAs are not used to obtain approval for SAMPs. Instead, signature by the approving official on the SAMP document constitutes approval.

(d) *Changes.* If a change occurs to the program which significantly affects the AP (e.g., scope, dollar value, contract type), the contracting officer shall submit a revised AP to the approval authority with a statement summarizing the changes. The revised AP should reflect the current status of the action(s) described. Changes in the AP shall be identified by a vertical bar in the right margin. [See AFFARS 5343.102 for approval requirements for contract changes for Air Force Acquisition Programs (ACAT programs - see AFFARS Part 2) which result in a contract performance extension by 50 percent or more of the original contract period of performance.]